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Student Handbook

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THE
PASSWORD



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State Teachers College
Mansfield, Pennsylvania

Published by
The Student Council

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JAMES G. MORGAN

Members of the Freshman Class:

It is always a pleasure to welcome new students to Mansfield, a college of sound scholastic standards, rich traditions and dominated by a broad philosophy of service and leadership in the areas of general culture and personal growth.

You will have splendid opportunities to develop new interests, friendships and experiences in a congenial atmosphere of friendly cooperation of students and faculty. Your transition from high school to college will be a happy and intelligent adjustment if you adopt an attitude of responsible cooperation and recognize that the administration, the faculty and all the college facilities are important in your task of educating yourself.

We suggest that you keep alert to all that goes on about you, endeavor to develop good habits of study, remember that "a mind not used is a mind abused." be willing to look at everything with clear vision and with as little prejudice and intolerance as possible. You will profit from your experiences in college only to the degree that you are able and willing to intelligently carry out these suggestions. We are confident that you will make the most of your opportunities at Mansfield.

JAMES G. MORGAN, President.

THE STUDENT COUNCIL

President -----Jane Rathbun
Vice President -----Marie Scudder
Secretary -----Raymeta Chaffee
Treasurer -----Patricia James
President, Women's Dormitory Council
-----Virginia Gallo Bailey
President, Women's Day Student Club
-----Harriet Hetrick
President, Men's Day Student Club----
-----Edward Degville
President, Senior Class----Hilda Elsbree
President, Junior Class--Janice Madigan
President, Sophomore Class-----
-----Charles Weed
Editor of Flashlight-----Sylvia Beck
Editor of Carontawan-----June Tobias
Faculty Advisers -----
-----Miss Wasley and Dr. Stout

WELCOME, CLASS OF 1948!

Your pursuit of the best in education has led you to Mansfield. Along with this quest, keep in mind these other "bests":

"The best law—The Golden Rule

The best education—Self-Knowledge

The best war—To war against one's weakness

The best philosophy—A contented mind

The best theology—A pure and beneficent life"

We are eager to help you realize and find not only the BEST in Mansfield, but the BEST in the years to come.

THE STUDENT COUNCIL

**ASSOCIATED
STUDENT GOVERNMENTS
of the
STATE TEACHERS COLLEGES
OF PENNSYLVANIA**

Officers for 1944-1945

President -----Gloria Gallo
Secretary-Historian -----Dolores Hinkle
Treasurer -----Elaine Furnier
Faculty Sponsor-----Dr. Robert M. Steele

ABOUT TOWN

*“East Side, West Side,
all around the town.”*

—James W. Blake

ABOUT TOWN

Mansfield is located in the heart of Pennsylvania's Northern Tier a region of forested mountains and fertile valleys once known to an earlier people as "The Garden of the Six Nations." Within a hundred mile radius lies the beautiful Finger Lake region to the north, to the southeast the Marie Antoinette section, the great anthracite coal fields, and the Poconos; to the west the great natural gas deposits, the Grand Canyon of the East, and the historic Black Forest region; and to the south is the great glacial moraine separating Mansfield from the Susquehanna River Valley. Thus it may be truly said that Mansfield is the hub of the scenic trails for at this point, two of the main highways of Pennsylvania—Route 6, the Roosevelt Trail, and Route 15, the Sullivan Trail, intersect.

Industrially Mansfield is the home of the largest top factory in the world, but is chiefly a center for the transportation of farm produce. The borough is well-supplied with commercial and recreational institutions. The Penn-Marlyn Hotel is a modern hotel and is located on South Main Street. Adjacent to it is the Twain Theatre where daily the best in motion pictures is available. Within Smythe Park adjoining the Mansfield Senior High School campus are located the large armory, the well-equipped Athletic Field, the public playground, and tourist camp.

The Greyhound and Lakes-to-Sea buses furnish transportation for the residents. Daily at least four buses go east and west and two buses north and south.

THE MANSFIELD CHURCHES

First Baptist Church North Main Street
The Rev. D. J. Griffiths, Pastor

Church of the Holy Child (Roman
Catholic) South Main Street
The Rev. Edmund Langan, Pastor

St. James Episcopal Church
Wellsboro and St. James Street
The Rev. John Hilton, Vicar

Methodist Church
Wellsboro and Academy Street
The Rev. Floyd E. Guiles, Minister

First Presbyterian Church
Wellsboro Street
The Rev. M. E. Bartholomew, Minister

Seventh Day Adventist Church
Main Street and Elmira Street
The Rev. R. B. Clapp, Minister

UNITED STATES POST OFFICE

Hours

Window Service—

Mon. through Fri. 7:15 a.m.— 6:00 p.m.

Saturday 7:15 a.m.—12:15 p.m.

The lobby of the post office is open until 10:00 p.m. each day.

MAIL SERVICE

7:30 a.m.—incoming and outgoing mails.

3:00 p.m.—outgoing mail.

5:45 p.m.—incoming and outgoing mails.

FIRST NATIONAL BANK

Hours

Window Service—

Mon. through Fri. 9:00 a.m. — 3:00 p.m.

Saturday 9:00 a.m.—12:00 noon

The bank is closed on all legal holidays.

The bank welcomes students' checking accounts. Students may cash checks not exceeding \$100 drawn on other banks by paying ten cents (10c).

CALENDAR OF EVENTS

1944-1945

*"There's a time for some
things, and a time for all
things; a time for great
things, and a time for small
things."*

Miguel De Cervantes

CALENDAR OF EVENTS—1944-1945

First Semester

- Monday, Sept. 11—Sunday, Sept. 17
Freshman Week Activities
- Monday, September 11
Opening of College
- Tuesday, September 12
Beginning of Classes
- Monday, September 25
Faculty-Student Committee Meetings
- Tuesday, September 26
Assembly Program:
DR. GERHART SEGER, Lecturer
- Monday, October 9
Faculty Meeting
- Saturday, October 14
Parents' Day
- Sunday, October 15
College Community Vesper Service.
- Saturday, October 28
Homecoming Day
Artist Course Program:
THE HART HOUSE STRING
QUARTET
- Sunday, November 12
College Community Vesper Service.
- Monday, November 13
Faculty Meeting
- Saturday, November 18
Artist Course Program:
WALTER OLITZKI, Baritone
- Tuesday, November 21
Thanksgiving Dinner
- Wednesday, November 22
Beginning of Thanksgiving Recess
- Monday, November 27
End of Thanksgiving Recess
Faculty-Student Committee Meetings

Tuesday, November 28
 Assembly Program:
 BRUCE THOMAS, War Correspondent
 Friday, Dec. 8—Thursday, Dec. 14
 Christmas Festivities
 Monday, December 11
 Faculty Meeting
 Thursday, December 14
 Christmas Dinner
 Saturday, December 16
 Beginning of Christmas Recess
 Tuesday, January 2
 End of Christmas Recess
 Monday, January 8
 Faculty Meeting
 Tuesday, January 9
 Assembly Program:
 COUNT BYRON dePROROK, Explorer
 Sunday, January 14
 The College Community Vesper Service
 Saturday, January 20
 End of First Semester
 Second Semester
 Monday, January 22
 Registration for Second Semester
 Tuesday, January 23
 Beginning of Classes
 Monday, January 29
 Faculty-Student Committee Meetings
 Sunday, February 11
 The College Community Vesper Service
 Monday, February 12
 Faculty Meeting
 Saturday, February 17
 Artist Course Program:
 ALTON JONES, Pianist

Friday, February 23, or
 Saturday, February 24
 Special Event by Home Economics
 Department
 Friday, March 2
 College Players' Production
 Sunday, March 11
 College Community Vesper Service.
 Monday, March 12
 Faculty Meeting
 Saturday, March 24
 Beginning of Easter Recess
 Wednesday, April 4
 End of Easter Recess
 Friday, April 6
 Artist Course Program:
 STRAWBRIDGE BALLET in
 JOHNNY APPLESEED
 Sunday, April 8
 College Community Vesper Service.
 Monday, April 9
 Faculty Meeting
 Tuesday, April 10
 Assembly Program:
 CLAUDIA de LYS
 Tuesday, May 8
 Assembly Program:
 WARREN LEE TERRY
 Saturday, May 12
 May Day
 Monday, May 14
 Faculty Meeting
 Friday, May 25
 End of Classes
 Saturday, May 26
 Alumni Day
 Sunday, May 27
 Baccalaureate Service
 Monday, May 28
 Commencement

CONSTITUTIONS
OF
STUDENT GOVERNMENT
ORGANIZATIONS

*“Some reverence for the
laws ourselves have made.”*

—Lord Tennyson

CONSTITUTION
of
THE STUDENT GOVERNMENT
ASSOCIATION
of the
STATE TEACHERS COLLEGE
MANSFIELD, PENNSLYVANIA

ARTICLE I

Name

The name of this organization shall be the Student Government Association of the State Teachers College, Mansfield, Pennsylvania.

ARTICLE II

Purposes

The purposes of this organization shall be:

1. To stimulate a pride in the State Teachers College at Mansfield and to promote its interests to the highest possible degree.

2. To promote the scholastic and moral tone of the College and thus to maintain high standards of honor, loyalty, and service.

3. To give opportunity to students to develop initiative, judgment, and responsibility in the management of student life on the campus.

4. To encourage students to participate in many phases of a well-rounded college activity program.

ARTICLE III

Membership

All students enrolled at the State Teachers College, Mansfield, Pennsylvania, shall be members of this Association.

ARTICLE IV

The Student Council

The Student Council shall be the governing body of this Association. It shall consist of the following members for the duration of the war or as long as it is deemed advisable by the Student Government Association:

1. The officers (President, Vice President, Secretary, Treasurer).
2. The president of each class.
3. The presidents of the Women's Dormitory Council, the Women's Day Student Club, and the Men's Day Student Club.
4. The editor-in-chief of the College newspaper (Flashlight), and the editor-in-chief of the College yearbook (Carontawan).
5. The Dean of Women and the Dean of Men.

ARTICLE V

Meetings

Section 1. The Student Government Association shall meet at least twice a year. Meetings shall be called by the President or by a petition signed by fifty members of the Association. The number present at a regularly-called meeting shall constitute a quorum.

Section 2. The Student Council shall have regular meetings twice a month. Three-fourths of the number of students serving on the Council shall constitute a quorum.

ARTICLE VI

Powers of the Student Council

It shall be the duty and the responsibility of the Student Council to:

1. Recommend and approve general plans for the organization and administration of all student organizations.
2. Formulate policies for the Student Government Association and administer the policies of the Association.
3. Plan the monthly Social Calendar.
4. Name the student personnel of the student-faculty committees.
5. Recommend to the Student-Faculty Committee on the Student Activities Fund the allocations for the classes, the Student Council, publications, intramural athletics, the Social Committee, and student conferences.

6. Make such by-laws for the Association as are necessary to carry out the purposes of the Constitution and the policies developed in accordance with the constitution.

7. Act as the judicial agent of the Association and keep on file all judicial reports.

8. Recommend for discussion to the President of the College or the chairman of a student faculty committee problems pertaining to student life.

ARTICLE VII

Dormitory and Day Governments

Consistent with the general policy and plan of the organization set up by this Association, the students living in North Hall and South Hall and the men day students and the women day students are authorized to develop associations to handle the problems peculiar to the individual groups.

ARTICLE VIII

Amendments

Section 1. This constitution may be amended at any regular meeting by a two-thirds vote, the proposed amendment having been submitted to the Association at least one week before being voted on.

Section 2. By-laws may be adopted, amended, or repealed at any regularly meeting by a majority vote.

BY-LAWS

ARTICLE I

Meetings

Section 1. The meetings of the Student Council shall be at 7:30 p. m. on the first and third Mondays of each month.

Section 2. Students may attend open meetings of the Student Council. The President and the Student Council shall determine what meetings are open.

ARTICLE II

Nominations and Election of the Student Council

Section 1. The nominations of the officers of the Student Council shall be made by the Council. One suggestion for each office shall be made by the students on official forms submitted by the Council. The Council in making nominations shall consider the suggestions of the students as well as the personal qualities of the candidates. The President shall be a senior, the Vice-President a junior, the Secretary a sophomore, and the Treasurer, a junior.

The names of the candidates shall be submitted for approval to the Dean of Instruction, the Point-System Chairman, the Dean of Women, the Dean of Men, and the President of the College.

The election shall be held no sooner than two days after the nominations have been published. Voting shall be by secret ballot. A majority of votes cast shall be necessary to constitute an election. In case there are more than two candidates for one office, and no one receives a majority of the votes cast, a second election shall be held with the two highest as candidates.

Section 2. The class presidents shall be nominated and elected by each class according to Article III of the class constitutions.

Section 3. The dormitory and day student clubs presidents shall be nominated and elected by each group according to the constitution of these organizations.

Section 4. The editor-in-chief of the Flashlight shall be chosen by the present staff from its editorial board. The name of the person selected shall be presented to the Student Council for approval.

The editor-in-chief of the Carontawan shall be chosen by the present staff from its board. The name of the person selected shall be presented to the Student Council for approval. The editor shall be a member of the junior or senior class. No editor shall serve two years.

Section 5. The Dean of Men and the Dean of Women shall be advisers to the Student Council.

Section 6. Vacancies in office shall be filled by means of a special election within one month after the vacancy occurs.

ARTICLE III

Duties of the Student Council

Section 1. It shall be the duty of the President to call and preside at the Student Government Association and the Student Council meetings, to represent the student body on all public occasions, to see that the business of the Association is carried on properly, to appoint special committees, and to be an ex-officio member of all committees.

Section 2. It shall be the duty of the Vice President to preside over meetings and conduct the business of the Association and the Student Council in the absence of the President and to be chairman of the Social Committee of the Student Government Association.

Section 3. It shall be the duty of the Secretary to keep a record of the proceedings of all meetings, to have custody of all papers of the Association, to conduct all correspondence, and to post within forty-eight hours after each Student Council meeting the policies which were adopted.

Section 4. It shall be the duty of the Treasurer to have charge of all finances of the Student Council and the Social Committee and to report regularly to the Council the financial status of each fund.

Section 5. The class presidents and council members shall have definite responsibilities delegated to them by the President of the Student Council with the approval of the Student Council Advisers. The following committee chairmen shall be appointed:

Point-System Chairman

Chairman of Freshman Women Advisers

Chairman of College Spirit

Chairman of Handbook Committee

ARTICLE IV

Parliamentary Procedure

Roberts' Rules of Order shall be the parliamentary authority of this Association, subject to special rules which have been or will be adopted.

CONSTITUTION
OF
THE WOMEN'S DORMITORY
ASSOCIATION

ARTICLE I

Name

The name of this organization shall be the Women's Dormitory Association.

ARTICLE II

Purposes

The purposes of this organization shall be:

1. To administer student life in the dormitory so that all may live comfortably and with consideration for others.

2. To develop individual and group responsibility.

3. To promote conditions for the development of courtesy, self-control, and the desire to strive toward higher standards of work.

ARTICLE III

Membership

All students residing in North Hall, the women's dormitory, shall be members of this Association.

ARTICLE IV

The Women's Dormitory Council

Section 1. The Women's Dormitory Council shall be the governing body of this Association. It shall consist of the President and seven members.

Section 2. The adviser to the Dormitory Council shall be the Dean of Women.

ARTICLE V

Meetings

Section 1. The Women's Dormitory Association shall meet at the discretion of the President of the Women's Dormitory Council.

Section 2. The Women's Dormitory Council shall have regular meetings twice a month.

ARTICLE VI

Powers of the Women's Dormitory Council

It shall be the duty and responsibility of the Women's Dormitory Council to:

1. Formulate policies of the Women's Dormitory Association and administer these policies.
2. Make and enforce rules and regulations for the women dormitory students.

3. Plan the social life of the dormitory.
4. Act as a judicial agent of the Association and keep on file judicial reports of the Council.

ARTICLE VII

Amendments

Section 1. This constitution may be amended at any regular meeting by a two-thirds vote, the proposed amendment having been submitted in writing and read to the Association at a regular meeting at least one week before being voted on.

Section 2. By-laws may be adopted, amended, or repealed at any regular meeting by a majority vote.

BY-LAWS

ARTICLE I

Meetings

Section 1. The period from 6:45 p. m. to 7:30 each Tuesday shall be reserved for meetings of the Association. The meetings shall be called by the Women's Dormitory Council President or the Dean of Women.

Section 2. The Women's Dormitory Council shall have regular meetings on the second and fourth Monday evenings of each month. Special meetings may be called by the President.

ARTICLE II

Nomination and Election of the Women's Dormitory Council

Nominations for members of the Women's Dormitory Council shall be made by the Women's Dormitory Council of the preceding year. A suggestion for each office shall be made by students. The Women's Dormitory Council in making nominations shall consider the suggestions of the students as well as the personal qualities of the candidates. The President shall be a senior. Of the remaining seven members, two shall be seniors, three juniors, and two sophomores.

The names of the candidates shall be submitted for approval to the Dean of Instruction, the Point-system Chairman, the Dean of Women, the Dean of Men, and the President of the College.

Voting shall be by secret ballot. A majority of votes cast shall constitute an election. In case there are more than two candidates for one office, and no one receives a majority of the votes cast, a second election shall be held with the two highest as candidates.

ARTICLE III

Duties of the Women's Dormitory Council

Section 1. It shall be the duty of the President to call and preside at Women's

Dormitory Association and Women's Dormitory Council meetings, to represent the dormitory students on the Student Council, to see that the business of the Association is carried on properly, to appoint special committees and to be an ex-officio member of all committees.

Section 2. The other members of the Women's Dormitory Council shall have definite responsibilities. One shall be responsible for assigning places in the dining room, another for the record of minutes of all meetings, another for financial statements, another for fire drills, and another for the social life.

ARTICLE IV

Parliamentary Procedure

Roberts' Rules of Order shall be the parliamentary authority of this Association, subject to special rules which have been or will be adopted.

**CONSTITUTION
OF
THE MEN'S DORMITORY ASSOCIATION**

ARTICLE I

Name

The name of this organization shall be the Men's Dormitory Association.

ARTICLE II

Purpose

The purpose of this organization shall be to regulate student life in the dormitory in order that proper conditions for study and living may exist.

ARTICLE III

Membership

All students residing in South Hall, the men's dormitory, shall be members of this organization.

ARTICLE IV

The Men's Dormitory Council

The Men's Dormitory Council shall be the governing body of this Association. It shall consist of the President and four members.

The Dean of Men shall be adviser to the Men's Dormitory Council.

ARTICLE V

Meetings

The Men's Dormitory Association shall meet at the discretion of the President of the Men's Dormitory Council.

The Men's Dormitory Council shall have regular meetings twice a month.

ARTICLE VI

Powers of the Men's Dormitory Council

It shall be the duty and responsibility of the Men's Dormitory Council to:

1. Make and enforce regulations for the men dormitory students.
2. Formulate the policies of the Men's Dormitory Association and administer these policies.
3. Plan the social life of the dormitory.
4. Act as a judicial agent of the Association and keep on file judicial reports of the Council.

ARTICLE VII

Amendments

This constitution may be amended at any regular meeting by a two-thirds vote, the proposed amendment having been submitted in writing and read to the Association at a regular meeting at least one week before being voted on.

By-laws may be adopted, amended, or repealed at any regular meeting by a majority vote.

BY-LAWS

ARTICLE I

Meetings

Section 1. 6:45 p. m. each Tuesday shall be reserved for meetings of the Association. The meetings shall be called by the Men's Dormitory Council President or the Dean of Men.

Section 2. The Men's Dormitory Council shall have regular meetings on the second and fourth Monday evenings of each month. Special meetings may be called by the President.

ARTICLE II

Nomination and Election of the Men's Dormitory Council

The nominations for members of the Men's Dormitory Council shall be made by the Men's Dormitory Council of the preceding year. A suggestion for each office shall be made by students. The Men's Dormitory Council in making nominations shall consider the suggestions of the students as well as the personal qualities of the candidates. The president shall be a senior. Of the remaining four members, one shall be a senior, two juniors, and one a sophomore.

The names of the candidates shall be submitted for approval to the Dean of Instruction, the Point-system Chairman, the Dean of Women, the Dean of Men, and the President of the College.

Voting shall be by secret ballot. A majority of votes cast shall constitute an election. In case there are more than two candidates for one office, and no one receives a majority of the votes cast, a second election shall be held with the two highest as candidates.

ARTICLE III

Duties of the Men's Dormitory Council

Section 1. It shall be the duty of the President to call and preside at Men's Dormitory Association and Men's Dormitory Council meetings, to represent the dormitory students on the Student Council, and see that the business of the Association is carried on properly, to appoint special committees, and to be an ex-officio member of all committees.

Section 2. The other members of the Men's Dormitory Council shall have definite responsibilities. One shall be responsible for assigning places in the dining room, another for the record of minutes at all meetings, another for financial statements, another for fire drills, and another for the social life of the dormitory.

ARTICLE IV

Parliamentary Procedure

Roberts' Rules of Order shall be the parliamentary authority of this Association, subject to special rules which have been or will be adopted.

**CONSTITUTION
of the
SENIOR CLASS
of the
STATE TEACHERS COLLEGE
MANSFIELD, PENNSYLVANIA**

ARTICLE I

Name

The name of this organization shall be
"The Senior Class of the State Teachers
College at Mansfield, Pennsylvania."

ARTICLE II

Membership

All students registered at the State
Teachers College at Mansfield who have
earned more than 96 semester hours of
credit, but fewer than 128 semester hours
shall be members of this organization.

ARTICLE III

Officers

Section 1. The officers of this organization shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2. The candidates for each office shall be nominated by a Nominating Committee appointed by the President of the Class. The Nominating Committee shall consist of the four class of-

ficers and a representative from each of the four major departments. This committee shall submit two candidates for each office. The report of the Committee shall be made at a meeting of the class at least two days prior to the election. Following the report of the Committee, nomination for each office may be made from the floor by any member present. The names of the candidates shall be submitted for approval to the Faculty Adviser, the Dean of Instruction, the Point-system Chairman, the Dean of Women, the Dean of Men, and the President of the College.

Section 3. Voting shall be by secret ballot. A majority of all votes cast shall be necessary to constitute an election. In case there are more than two candidates for one office, and no one receives a majority of the votes cast, a second election shall be held with the two highest as candidates.

Section 4. Vacancies in office shall be filled by means of a special election within one month after the vacancy occurs.

ARTICLE IV

Meetings

Regular and special meetings shall be called by the President of the class with the approval of the Faculty Adviser.

Notices for meetings shall be posted on official bulletin boards at least two days prior to the meetings.

ARTICLE V

Quorum

The number of members present at a regularly-called meeting shall constitute a quorum.

ARTICLE VI

Amendments

Section 1. This constitution may be amended at any regular meeting by a two-thirds vote, the proposed amendment having been submitted in writing and read to the class at a regular meeting at least one week before being voted on.

Section 2. By-laws may be adopted, amended, or repealed at any regular meeting by a majority vote.

Section 3. All amendments, by-laws, or changes in this constitution shall be approved by the class officers and the Faculty Adviser, and shall conform to the college regulations.

BY-LAWS

ARTICLE I

Duties of Officers

Section 1. The President shall call meetings of the class, shall preside at all meetings, and shall appoint all standing committees.

Section 2. The Vice President shall act in the capacity of the President in the latter's absence.

Section 3. The Secretary shall keep accurate minutes of all meetings of the class and act as class correspondent.

Section 4. The Treasurer shall collect all revenues and, with the approval of the Faculty Adviser, shall pay such bills as the class may direct insofar as consistent with the provisions of the approved budget.

ARTICLE II

Special Committees

The President shall appoint the Nominating Committee; the committees on Decorations, Programs, Refreshments, Orchestra, Publicity, and Clean-up for the annual dance; and all other standing committees.

ARTICLE III

Parliamentary Authority

Roberts' Rules of Order shall be the parliamentary authority of this organization.

ARTICLE IV

Order of Business

The order of business shall be:

- a. Call to Order.
- b. Reading of the Minutes.
- c. Report of the Treasurer.
- d. Report of the Committees.
- e. Unfinished Business.
- f. New Business.
- g. Program.
- h. Adjournment.

The constitutions of the Junior Class, the Sophomore Class, and the Freshman Class are identical with the constitution of the Senior Class, with the following exceptions:

A member of the Junior Class must have earned more than 63 semester hours of credit, but fewer than 96 semester hours.

A member of the Sophomore Class must have earned more than 31 semester hours of credit, but fewer than 64 semester hours.

A member of the Freshman Class must have earned fewer than 32 semester hours of credit.

REGULATIONS
FOR STUDENTS

*“Shall we make a new rule
of life: always to try to be
a little kinder than is nec-
essary.”*

—James Matthew Barrie.

REGULATIONS FOR ALL STUDENTS

ACADEMIC REGULATIONS

I. Grades—The following symbols are used:

- A—Superior
- B—Excellent
- C—Average
- D—Passing
- E—Incomplete
- F—Failed
- S—Satisfactory

An E grade must be made up during the next semester where laboratory practice is not necessary. In case of specific laboratory techniques being involved the E grade must be made up in the semester when the course is next scheduled. All E grades not removed according to these instructions shall automatically become F grades. S grades are assigned in the courses in Health and Physical Education and Orientation.

II. Quality Points

Quality points are given as follows: Each hour of A gives 3 points; of B, 2 points; of C, 1 point; of D, no point; of E and F, -1 point. No quality points are assigned to grades in Health and Physical Education and Orientation.

III. Quality Point Requirements

1. For graduation a 1.0 average (C) required.
2. For a student teaching assignment a 1.0 average (C) is required, and in addition a similar average in the fields of specialization.

3. Students whose point average in any semester is below 1.0 (C) are warned; if 0.5 or below, they shall be placed on probation and permitted to carry a program of studies not to exceed 12 semester hours during the following semester. Failure to achieve a C average during such probationary semester will necessitate a request for the the student's withdrawal from the college.
4. Students with a point average below C for two consecutive semesters shall be advised to transfer to another institution, enroll in a different curriculum, or make some other appropriate adjustments.

IV. Dropping Subjects and Changing Courses

1. No course shall be dropped without a penalty grade of F after the fourth week of a semester; prior to such time, the student must secure the approval of the instructor of the course and the Director of the Department for such withdrawal.
2. Students who desire to transfer from their group must secure the written consent of the Director of their group, the Director of the group to which they wish to transfer, of parent or guardian, and of the Dean of Instruction.

3. Students are classified according to the number of semester hour credits they have earned according to the following scale:
 - 0 credits—Freshman classification
 - 32 credits—Sophomore classification
 - 64 credits—Junior classification
 - 96 credits—Senior classification

V. Additional Work

Students who wish to carry from one to three hours of work beyond the regular program for their semester must: (a) make a 2.0 average for their previous work or for the previous semester; (b) secure in advance the written approval of the Dean of Men or the Dean of Women, the Director of their group, and the Dean of Instruction. These conditions cannot be met in the first semester of residence. This does not apply to students in the accelerated program.

VI. Absences and Excuses

1. Students absent will report immediately upon their return to the office of their respective Dean of Students. In order to secure an excused absence they should present from parent, guardian, housemother, nurse, or

physician a written statement of the reason for the absence. Each student must present a permit to return to class excused or otherwise as the circumstances may justify not later than the second meeting of the class following the absence.

2. Instructors will keep an accurate record of absences and tardinesses, excused or otherwise, report them each nine weeks on class cards and at other times as directed.
3. Unexcused absences are regarded as prima facie evidence of neglect and indifference and are so considered in estimating grades.
4. Students absent from more than one-fifth of the regularly scheduled class meetings of a semester in any course shall not be graded above an E (conditional failure), unless the work has been completed to the satisfaction of the instructor.

VII. Transfers

1. Transfers will be accepted only on presentation of complete entrance records and official records including honorable dismissal from the institution or institutions previously attended. The Dean of Instruction may request from the institution concerned information concerning

the personal traits and characteristics of the individual transferring.

2. Credit may be given only for courses where grades above the lowest passing grade in the institution attended have been received.
3. Any transfer credit given is conditioned upon the transfer student completing a full semester of work with a 1.0 average (C).
4. Transfer students shall be required to present a marked general catalog of the institution from which they are transferring containing course descriptions.

VIII. Entrants with High School Records Below the Middle of the Class

Students with below average records in their respective high schools must pass the prescribed tests and are admitted conditionally until they complete a regular semester of work with at least a 1.0 average (C).

IX. Regulations Concerning Examinations

The following policies concerning the administration of examinations have been adopted by the Administrative Council:

1. A minimum of three systematic evaluations of student achievement shall be made during each semester.
 - a. Wherever possible, more than one type of test, including the subjective test, should be used by the instructor of any subject during a semester's work.
2. The index of achievement from written tests should not be weighted more than 20% of the final grade of the student.
 - a. Semester grades shall be based on as many factors as possible, including results of tests and examinations, project, individual participation in class, term reports, individual special reports, growth, laboratory work, field work, and the like.
3. Written examinations shall be no more than one class hour in length, and the questions and problems should be consistent with this limitation.
4. These recommendations do not indicate the necessity for an examination week as such.

INFIRMARY REGULATIONS

Office Hours

Of College Physician:

Monday—9:00 a. m.—10:00 a. m.

Wednesday and Thursday—4:00 p. m.
—5:00 p. m.

The College Physician will be called by the College nurse in cases of emergency.

Of Dispensary:

Daily except Sun. 9:00 a.m.—11:30 a.m.
3:00 p.m.— 5:00 p.m.

The College nurse will be on call for accidents from 7 a.m. to 10 p.m.

The Infirmary is closed from 10:00 p.m. to 7:00 a.m., during which time any emergencies occurring must be reported to the Dean of Men or the Dean of Women, who will get in touch with the nurse.

Students ill in the infirmary are not permitted to have visitors.

It is suggested that each student supply his own hot water bottle.

Requests for Trays

Requests for trays for students ill in their rooms must be made to the College nurse before the following hours:

For breakfast 7:30 a. m.

For luncheon 11:30 a. m.

For dinner 5:00 p. m.

LIBRARY REGULATIONS

Hours

Monday to Thursday inclusive

8:00 a. m.—12:00 m.

1:00 p. m.—~~5:00~~ p.m. 4.00 PM

7:30 p. m.—~~9:30~~ p.m. 9:00 PM

Friday

8:00 a. m.—12:00 m.

1:00 p. m.—~~5:00~~ p.m. 4.00 PM

Saturday

9:00 a. m.—12:00 m.

The Library is closed during assembly periods.

Circulation Rules

General reference books such as dictionaries, encyclopedias, anthologies, year books, and atlases; books designated by faculty members as reserve material for the use of their students; and current periodicals may be taken from the Library as follows:

Monday to Thursday inclusive

5:00 p.m.—7:30 p.m.

9:30 p.m.—8:00 a.m. 7.30 PM

Friday, 5:00 p.m.—Saturday, 9:00 a.m.

Saturday, 12:00 m—Monday, 8:00 a.m.

Periodicals which are not current may be borrowed for three days, after which there will be a fine of two cents a day.

Books not included in the aforementioned groups may be taken from the Library for two weeks with the privilege of one renewal. However, books may be recalled at any time for class or reserve use.

All library material which a student may wish to borrow must be charged to him at the desk in the Main Library.

Reserves

Reference books and reserve material may be reserved earlier in the day for the hours previously indicated. Reserves for the week-end, to be taken from the library Saturday at 12:00 m., may be made on Friday. No material in the library may be reserved except general reference books and material reserved by the faculty for the use of their students. There is no waiting list.

Fines

A fine of five cents an hour is imposed on any reserve or reference material which is held overdue. Overdue books not included in the restricted circulation group are subject to a fine of two cents a day.

Books and periodicals lost or seriously damaged by students must be paid for before the close of the College year

Recordings

Recordings, owned by the Music Education Department, but housed in the library, may be borrowed by students only on written permission of a member of the Music Education faculty.

Rental Collection

The library maintains a Rental Collection of recent, popular books which could not otherwise be purchased. There is a minimum charge of five cents for the first week, payable when the book is taken out. If a rental book is overdue, the charge is two cents for each of the first three days and ten cents a day for all succeeding days.

SERVICES TO OUTSIDE PATRONS

In keeping with the function of the college to render professional service to its constituency throughout the Mansfield Service Area, the Library is open to persons not enrolled at the college under the following regulations:

Circulation Rules

All persons not connected with the college are permitted to take materials from the college library providing they pay a \$2.00 deposit which will be given back when the materials are returned.

Included under this regulation are graduates of the college who are now teaching within the service area, persons living in Mansfield, and those residing in nearby towns.

Not more than three books or magazines may be taken out at one time.

Former faculty members have the same privileges as active members.

Fines

The same rules which govern the student body apply to outside patrons with respect to fines.

A fine of 2c a day is made for ordinary material which is overdue.

A fine of 5c an hour is made for reserve or reference material which is overdue.

Such fines are to be taken out of the deposit which the patron has left with the librarian.

Postage for overdue notices which are sent to the patron will also be taken out of the deposit.

REGULATIONS FOR WOMEN STUDENTS LIVING IN THE DORMITORY

Whenever a number of persons live together there must exist some form of social control or government. Accordingly, the Women's Dormitory Council has adopted these regulations to promote the best possible life for women students. Each student is required in the spirit of honor to keep them.

ABSENCES FROM CAMPUS

Before leaving the campus for an absence of more than three hours, a student is required to register her name, destination, time of departure, and expected time of return on the notebook provided in her corridor; and, on returning, the time of her return.

Permissions for absences are granted as follows:

1. In the town of Mansfield:

- a. During the day:

All students may leave the campus to visit approved homes and restaurants and to attend church services and programs at the Twain Theatre.

- b. For the evening:

On Mondays, Tuesdays, Wednesdays, and Thursdays, Sophomores, Juniors, and Seniors may leave the campus as indicated before, their return being made by 10:00 p. m. Freshmen with

satisfactory academic standing may have this privilege at the end of the first nine weeks of the first semester.

On Fridays, Saturdays, and Sundays, all students may leave the campus for the aforementioned reasons, their return being made by 10 p. m. on Sunday and 11 p. m. on the other two nights.

A few late permissions are granted by members of the Women's Dormitory Council to upper-classmen.

c. For the night:

A student is required to secure the permission of her parents and the Dean of Women.

2. From the town of Mansfield:

Before leaving, except in case of short hikes, a student is required to secure the permission of her parents and the Dean of Women. For trips to her home over the week-end, a general permission is granted.

3. On the campus, but from one's own room for the night:

A student may spend the night in a room other than her own on Fridays and Saturdays, provided that she registers this in-

tention with the Women's Dormitory Council member on her hall.

4. Late return to the dormitory:

If a student plans to return to the dormitory after it is closed for the night, she should notify the Dean of Women of her plan before her departure. If this is not possible, she should telephone or telegraph the Dean of Women. No woman student is permitted to walk alone from the bus terminal to the dormitory after 10 p. m. Arrangements will be made for a woman student who arrives on a late bus to be escorted from the bus terminal to the dormitory.

Each student is to mail to her parents in September an absence permission blank. Parents are requested to record their desires in this matter on this blank and mail it directly to the Office of the Dean of Women, where it is placed on file.

AUTOMOBILING

Because of the danger of accidents, permission of parents must be granted before students may ride in automobiles. During the day all students may ride within the borough limits without further permission; but at night only with the additional permission of the Dean of Women. To ride outside the town of Mansfield requires the permission both of the parents and the Dean of Women.

Special permission from the Dean must be secured for each trip. Permission to ride outside the town of Mansfield at night is granted only to Juniors and Seniors. Each student is to mail to her parents in September an automobiling privilege blank. Parents are requested to record their desires in this matter on this blank and mail it directly to the Office of the Dean of Women, where it is placed on file.

A woman student while under College regulations may not have an automobile in Mansfield without special permission of the Dean of Women. Permission is granted only in cases of necessity.

OFF-CAMPUS DANCES

Students may attend approved dances in the town of Mansfield with the permission of a member of the Women's Dormitory Council. Late permissions of one hour to freshmen and sophomores and two hours to juniors and seniors may be given to students who attend.

ELECTRICAL EQUIPMENT

Radios and electric sewing machines may be installed in women's rooms with the permission of the Dean of Women, provided that the installation is approved by the Superintendent of Grounds and Buildings.

Approved study lamps are provided for each room.

Electric curlers may be used only in Room 435, North Hall.

Electric irons are provided for use in the laundry room.

Other electrical equipment may not be used in students' rooms.

FIRE REGULATIONS NORTH HALL

On discovering fire in North Hall, ring the nearest fire alarm. On hearing a fire-alarm signal, repeated short rings, prepare immediately to leave the building.

Procedure in case of fire:

- Turn on lights, if fire is at night.
- Put on shoes and coat.
- Secure bath towel.
- Close windows
- Raise shades.
- Move quickly and silently to nearest exit.

North Hall exits:

- Second-floor arcade.
- Second- and third-floor bridges.
- Fire tower.
- Center stairway to first-floor exit.
- Back stairways to second-floor exits.
- Fire escapes (east and south ends of North Hall).

Use of exits:

Students on north end of third, fourth, fifth floors leave building by fire escape at south end.

Students on south end of third floor leave building by way of third-floor bridge.

Students on north end of third, fourth, and fifth floors leave building by fire tower.

Students on north end of second floor leave by second-floor bridge at north-east corner.

Students in center wings of third, fourth, and fifth floors leave building by fire escape at east end of building.

If any exit is blocked by fire, use the nearest safe exit.

GUESTS

For the night:

Students may entertain overnight guests in the dormitory over the week-end whenever arrangements have been made in the Office of the Dean of Women before their arrival. It is understood that guests are under the regulations of the College, and that the responsibility for acquainting guests with these regulations rests with the hostess.

For meals:

Meal tickets may be purchased at the Office of the Dean of Women at the following rates:

Breakfast—35 cents.

Luncheon and Supper—45 cents.

Dinner—60 cents.

On Sunday afternoons:

A woman student who wishes to entertain her father in her room may do so on Sunday afternoon from 2 p.m. to 5 p.m. provided she has obtained permission at the Office of the Dean of Women.

HIKING

Women students may hike outside the borough limits during the day, provided that there are two or more women students in the party.

HOURS

In the interest of student health, of comfortable community living, and of satisfactory academic work, reasonable quiet is expected of students at all times. Certain hours, however, are designated as study hours and night-quiet hours.

Study hours

Monday to Thursday inclusive
7:30 p.m.—10:00 p.m.

Night-quiet hours

Sunday to Thursday inclusive
11:00 p.m.—7:00 a.m.

Friday, 11:30 p.m.—Saturday, 7:00 a.m.
Saturday, 12:00 m.—Sunday, 9:00 a.m.

Typewriters may not be used in students' rooms during night-quiet hours.

Radios may be played at any time except during the night-quiet hours, provided that they are tuned so that they cannot be heard outside the room.

A freshman woman student shall be in her own room or in the library from 7:30 p.m. to 10:00 from Monday through Thursday during the first nine weeks of the first semester.

LAUNDRY

Each student is permitted to send twelve (12) pieces of plain laundry each week to the Satisfactory Laundry in Williamsport.

Bags for outgoing laundry should be placed near the freight elevator on second floor not later than 8:00 a.m. on Wednesday. Students may receive incoming laundry on Wednesday from 3:00 p.m. to 4 p.m. and immediately after dinner.

A modern laundry room, adequately-equipped, is provided for women.

The laundry room is open daily except Saturday and Sunday from 8:30 a. m. to 5:30 p.m. and on Saturday from 8:30 a.m. to 5:00 p.m.

LIGHTS

Students are urged to arrange their schedules so that they have eight hours of rest a night. Students are encouraged to extinguish their lights by 11 p.m. Sunday to Thursday inclusive and by 12:00 m. Friday and Saturday.

PLAYING OF MUSICAL INSTRUMENTS

Musical instruments shall not be played in the rooms of students. Practice rooms are available on the Seventh Floor.

CARE OF ROOMS

Because of the importance of pleasant and orderly surroundings and the value to the student in maintaining them

rooms are inspected and graded weekly. Room-ratings are incorporated in the personnel record of each student.

For sanitary and aesthetic reasons the following regulations should be observed:

1. Make beds immediately after breakfast.
2. Sweep rugs on third-floor bridge, on bridge near Post Office, or on south fire escape.
3. Hang all wall decorations from molding.

Trunks may be kept in the student's room or in the store room.

Students must supply their own cleaning equipment and hangers.

SEWING ROOM

A sewing machine is provided in Room 435, North Hall. Each student is responsible for leaving the room in good condition.

NORTH HALL SOCIAL REGULATIONS

The Reception Room is the place provided by the College for women to entertain their friends. This is open to men and women at all times when North Hall is open. North Hall closes at 10:00 p.m., except on Friday and Saturday, when it remains open until 11:00.

Second-floor Well may be used as a reception room whenever such use would not interfere in any way with the official work being done on that floor. These times have been defined as follows:

1. In the afternoon, until 1:00 on every day except Saturday and Sunday, and on those days until 5:00.
2. In the evening until 7:30.

First-floor Well may be used as a reception room when the space provided by the aforementioned places is inadequate. These times have been defined as follows:

1. In the afternoon, until 1:00 on all days except Sunday, and on that day until 2:00.
2. In the evening, until 7:30.

The Y.W.C.A. Rooms may be used by women students for parties in the evenings until 10:50, provided a meeting of an organization is not scheduled. Requests for the use of this room are to be filed at the Office of the Dean of Women.

Women students living in Mansfield in homes other than their own are expected to follow the preceding regulations pertaining to absence from campus, automobiling, and off-campus dances.

The house mother may grant permissions regularly granted by members of the Women's Dormitory Council.

REGULATIONS FOR MEN STUDENTS LIVING IN THE DORMITORY

AUTOMOBILES

Men students desiring to keep an automobile must secure the permission of the College administration. Application may be made through the Dean of Men.

FIRE REGULATIONS, SOUTH HALL

On discovering a fire in South Hall, ring the nearest fire alarm. On hearing a fire alarm signal, repeated short rings, prepare immediately to leave the building.

Use of Exits

Men on south end of building use fire escape at that end of building.

Men on north end of building use fire escape at that end of building.

Men in alcove on third floor use fire escape at south end.

Men in alcove on fourth floor use fire escape at north end.

GUESTS

Students may entertain overnight guests in the dormitory whenever arrangements have been made with the Dean of Men before their arrival.

FRATERNITY AND CLUB INITIATIONS

No physical punishment shall be administered at any time.

The public initiation program shall be submitted in writing for approval to the sponsor, the Dean of Men, and the Dean of Women at least one day before the initiation begins.

The initiation program shall include no activities on the campus during class hours and no activities which disturb the public in general.

A limited number of off-campus activities will be permitted during class hours, provided that there is no interference with the class attendance of the candidate.

The initiation program shall be conducted in such a manner that classroom work may proceed as usual. Any mode of dress or any actions which attract undue attention are undesirable.

KEY DEPOSITS

A fifty cent deposit is required for each key issued for South Hall. The deposit will be refunded upon presentation of the key to the Dean of Men at the close of the academic year or when the student withdraws from South Hall if such withdrawal occurs before the close of the year. Failure to return the key as designated above will forfeit the deposit. Failure to return the key will constitute a debt to the College and may permit the College to withhold class credits.

PLAYING OF MUSICAL INSTRUMENTS

Musical instruments shall not be played in the rooms of students during class periods or on Sunday. Students may practice in their rooms during the noon hour, from 4:00 p.m. to 10:00 daily except Sunday, and from 12:00 m. to 10:00 p.m. on Saturday. The practice rooms on fifth floor may be used until 10:00 p.m. each day, Monday through Saturday, and from 12 m. to 10:00 p.m. on Sunday.

RADIOS

Men may have radios in their rooms by securing permission from the Office of the Dean of Men. These should be tuned so that they cannot be heard outside the room.

RESIDENCE IN DORMITORY

Students are permitted to stay in the dormitory only when the College is in session. The closing date will be announced by the College administration.

CARE OF ROOMS

Tacks and nails shall not be driven into the plaster of the rooms. There is a molding provided for hanging pictures and pennants.

REGULATIONS FOR THE USE OF THE WOMEN'S DAY STUDENT ROOMS

Hours

All women who are not living in the dormitory may study or relax in the Day Student Rooms, located in the south wing of North Hall on the first floor, whenever they do not have a class during the day.

In order to conform to the regulations of the Women's Dormitory, all day students shall leave North Hall by 10:00 p.m. on week days and 11:00 p.m. on week-ends.

No day student shall use the piano located in the Y.W.C.A. Room between the hours of 9:00 a.m. and 12:00 noon, or 1:00 p.m. and 4 p.m.

Lockers

Lockers are available by making a key deposit in the Dean of Women's Office. This deposit is refunded on return of key.

Lights

All study lamps on desks should be extinguished when leaving the room, when no other students are present.

Notices

All bulletins and personal notes to students are to be placed on the bulletin board provided for that purpose.

REGULATIONS FOR THE USE OF THE MEN'S DAY STUDENT ROOM

Hours

The Men's Day Student Room is located on the second floor of South Hall and offers to the Men Day Students a place for study or rest during the period when they are not in class.

The room is under the supervision of a committee of Men Day Students selected by the President of the Men's Day Student Club and the Dean of Men.

REGULATIONS GOVERNING THE USE OF COLLEGE BUILDINGS

NORTH HALL

General Regulations

1. The building shall be open on Sunday through Thursday from 7:00 a.m. to 10:00 p.m. and on Friday and Saturday from 7:00 a.m. to 11:00 p.m.

2. Both men and women may use the main door at the west side of the building and the door at the second-floor arcade. Women only may use the door at the northeast side of the building on the second floor and the door at the third-floor arcade.

3. Men are permitted only in the first-floor foyer, the dining room, the YWCA Room at specified times, the second floor well, and the south end of second floor. This rule does not apply to College employees performing official duties. Men students studying in the music studio, No. 430, should use the passenger elevator. The specified times when the YWCA Room may be used by men and women are on the occasions of student organizations and other group meetings approved by the Dean of Women.

SOUTH HALL

General Regulations

1. Women are permitted only on the first floor unless given permission by the administration of the College or accompanied by a member of the faculty.

ALUMNI HALL

General Regulations

1. All meetings and activities other than regular classes shall be scheduled in advance at the Office of the Dean of instruction.
2. The building shall be locked at 6:00 p.m.

ARTS BUILDING

General Regulations

1. Students shall not use the building after 5:00 p.m. or on Saturday or Sunday unless attended by a member of the faculty.
2. One evening a week the building shall be open for workshop activities. On these occasions the equipment must be left in perfect condition and ready for use the next day.
3. Permission to use the building for club meetings or other special activities shall be secured from the director of the building personally. Such events should be concluded and the building closed by 10 p.m.

EDUCATION CENTER

General Regulations

1 Students shall not use the building after 5:00 p.m. or on Saturday or Sunday unless attended by a member of the faculty.

ELEMENTARY SCHOOL BUILDING

General Regulations

1. It is anticipated that the building will not be in use after 5:00 p.m. In case it is absolutely necessary, a member of the faculty shall be present and shall be responsible for closing the building.

GYMNASIUM BUILDING

General Regulations

1. Only students taking part in scheduled classes, practice for sports, or regularly-scheduled recreational activities shall be allowed to use the gymnasium except by permission from the directors of athletics.

2. No one shall be allowed on the gymnasium playing floor unless he is equipped with regulation gymnasium shoes.

STRAUGHN HALL

General Regulations

1. The building shall be opened by the janitor at 7:00 a.m. and closed at 6:00 p.m.

2. All meetings, rehearsals, and other activities shall be scheduled as far in advance as possible with the Director of Music Education. Each individual or group shall confine its efforts strictly to the time allotted.

3. Each individual or group shall be responsible for setting up and taking down its own equipment, so budgeting its time and organizing its routine that the stage will be entirely clear, with all equipment properly disposed of at the conclusion of the reserved period.

STUDENT CENTER

General Regulations

1. All meetings and activities shall be scheduled in advance at the Office of the Dean of Women.

2. The building shall be locked on week days at 7:30 p. m. and all day Sunday.

STUDENT ACTIVITIES
AND POLICIES

*"A little work
A little play,
To keep us going—
and so, good-day!"*

—DuMaurier

STUDENT ACTIVITIES AND POLICIES

PURPOSE AND PLAN

The Student Activities of Mansfield State Teachers College are intended to afford opportunities for young men and women to express their personal interests, talents, and abilities and to secure socially-constructive training and experience. It is planned and pursued in accordance with principles of everyday work and play.

STUDENT GOVERNMENT

The Student Government Association is composed of all students of the College. The Student Council, administrative agency of the Association, composed of representatives of all classes and groups, directs the extra-class program.

SOCIAL ACTIVITIES

Social activities, including dances, card and game parties, receptions, teas, etc., formal and informal, furnish wholesome recreation and entertainment and provide valuable opportunities for the student to adjust himself to cooperative living and to acquire social poise and grace.

ATHLETIC ACTIVITIES

Intercollegiate Athletics are maintained on the basis of non-professionalism and good sportsmanship and are conducted in accordance with the strict rules and regulations of the Conference of Pennsylvania State Teachers Colleges. Schedules are so arranged that approximately

half of the games are played at home, affording the College group adequate opportunity to see the varsities in action. Interscholastic athletics have been suspended for the duration.

Intramural Athletics for both men and women afford every student the opportunity to engage in a selected sport. Among the most popular are basketball, baseball, swimming, bowling, tennis, badminton, and hockey.

ORGANIZATIONS

Honor Fraternities

Kappa Delta Pi is a national Education honor society which attempts to set up worthy scholastic and professional ideals and to recognize outstanding service in the field of teaching. Juniors having six and seniors having twelve semester hours of Education and ranking in the upper quartile of their class are eligible for membership.

Lambda Mu is a local Music sorority, the membership of which is made up of women students from the senior, junior, and second-semester Sophomore classes of the Music Education Department. Election is based on musical attainment, general scholarship, and integrity of character. The organization stresses individual and group musical performance. Program meetings are held monthly, and initiation ceremonies twice a year.

Phi Mu Alpha Sinfonia is a national Music fraternity for men of superior musical ability and scholastic, professional, and social standing. The organization is dedicated to the interests of "the manly musician and the musicianly man" and endeavors to draw such persons into its fellowship. This fraternity is inactive for the duration of the war.

Phi Sigma Pi is a national Education fraternity for men in teacher-preparation institutions. Its ideals are character, knowledge, and fellowship. Its personnel is limited to men of superior scholastic, professional, and social standing, who have spent at least one year at the College. The fraternity has been disbanded for the duration of the war.

Pi Kappa Epsilon is a local Homemaking sorority. It attempts to stimulate professional, cultural, and inspirational growth. Its members are selected from the second semester sophomore, junior and senior classes, according to definite scholarship and character requirements.

Sigma Zeta is a national Science honor society limited to upperclassmen. Because of the very few persons eligible to membership at the present time, the organization has temporarily suspended its activities.

Musical Organizations

The Symphonic Band acquaints the student with band literature, practical experience in rehearsal procedure, and standards for attainment in the field of instrumental music. It familiarizes the student also with concert and broadcasting procedures and serves as a training laboratory for conducting out-of-town engagements and tours.

The Symphony Orchestra furnishes an opportunity for the student to increase his appreciation and understanding of the literature of the orchestra and to heighten his knowledge of orchestral technique, routine, and program-building. For the College community as a whole it offers a distinct cultural enrichment.

The College Chorus has for its purpose the interpretative study of a variety of fine choral music and a practical demonstration of methods and procedures for the attainment of superior choral singing. Public appearances are regularly scheduled.

The Women's Chorus is an organization open to all Elementary, Secondary, and Homemaking students who can meet the minimum vocal requirements. The group performs at college assemblies and social functions.

Other Musical Organizations, such as vocal and instrumental chamber music ensembles, contribute to the musical life of the College community.

Religious Organizations

The Y.M.C.A., which all men are invited to join, seeks to develop the individual spiritually, morally, and socially. Inspiring programs of music and pertinent discussions are conducted weekly. This organization is inactive for the duration of the war.

The Y.W.C.A., which welcomes all women students to membership, operates for their spiritual, moral, and social welfare. The weekly meetings are planned to encourage timely thinking.

Special-interest Organizations

The Art Club is an honor society for persons who attain the grade of A in one semester of Art. An affiliate of the Eastern Arts Association, it promotes an appreciation of the fine arts through the examinaion and creation of artistic things and sends delegates to the annual conference. Of particular interest and value are work meetings, which influence the development of individual talent.

The Association for Childhood Education is a branch of the state and national organizations devoted to this subject. It unites in active cooperation the students and the faculty of the Elemenary Education Department.

The College Players present two three-act plays each year. Semi-annually the organization selects new members through try-outs. Membership is also open to students interested in costuming, make-up and staging, as well as acting.

The Music Educators Club is composed of all students in the Music Education Department. The organization meets monthly and serves as a forum where topics of common interest are presented and discussed.

Omicron Gamma Pi is a local sorority for all women enrolled in the Homemaking Education Department. A member of the American Home Economics Association, the organization keeps in close touch with national activities in its field

The Secondary Education Club is the newest student organization on the campus, having been formed in April, 1943. It is open to anyone regularly enrolled in the Secondary Department. The purposes of the club are: to promote and protect the interest of Secondary Education, to discuss and solve common problems, to keep in touch with new developments, and to develop closer fellowship amongst the members.

The Women's Athletic Association seeks to promote interest and participation in sports and recreational activities by providing opportunities to participate in many and varied activities, which are climaxed by tournaments. The organization sponsors the securing of additional sports facilities and equipment—such as the repair and upkeep of the bowling alleys, and purchasing of indoor roller skates.

PUBLICATIONS

The Carontawan is the college yearbook and is dedicated to student life at Mansfield. It is published by a board representing all classes and departments. The name Carontawan is taken from the Indian expression for "little town on the hill." Several editions of the Carontawan have been rated superior by the National Scholastic Press Association. Each member of the Mansfield Cooperative Government Association receives the Carontawan.

The Flashlight, the College newspaper, is published chiefly in the interest of students to promote college spirit on the Campus. Anyone with sufficient interest may become a member by writing a letter of application to the editor. All students and faculty receive the Flashlight.

The Password, the student handbook, is a compilation of information about the College and its life, published annually by the Student Council and dedicated primarily to the freshmen.

ASSEMBLIES

Assemblies for the entire student body, the faculty, and others are held every Tuesday at 10:00 a.m. Their primary purpose is to supplement the work of the classroom by affording opportunities for developing sound appreciation of the various fields of learning and the arts and for participation. Regular attendance makes for better scholarship and more successful living.

ARTISTS COURSES

Two excellent artists courses are conducted by the College—the Assembly course, designed to vary the student-participating activities of the assembly period, and the Auditorium course, intended to provide aesthetic and cultural experiences on a high level. At all times the College attempts to secure the finest lecturers, musicians, dancers, and actors obtainable; and during the past several seasons has been fortunate in scheduling such attractions as Jessica Dragonette, Roland Hayes, William Masselos, William Gephart, Dorothy Canfield Fisher, Dr. Henry Seidel Canby, Dr. William Kirkpatrick, the United States Navy Band, the Graff Ballet and the Don Cossack Chorus.

Admission to these programs is covered by the Students Activities Fee.

MOTION PICTURES

Not only are the finest motion pictures in the fields of entertainment and education presented on the College screen as part of the Auditorium program, but also newsreels and travelogues are scheduled regularly as an adjunct to the Assembly program. They are proving immensely valuable in enrichment of the social and academic life. Admission to these programs is covered by the Student Activities Fee.

COLLEGE COMMUNITY VESPER SERVICES

Vesper services arranged by the College in cooperation with the local churches are conducted one Sunday every month at 4:30 o'clock in the afternoon. The programs are made up of addresses by well-known clergymen and laymen representative of all faiths; non-sectarian devotional exercises; and special music.

RADIO BROADCASTING

Radio Broadcasting receives particular attention here. Originating in Straughn Hall and in the Mark Twain Hotel in Elmira, N. Y., and reaching listeners through the facilities of MBS station WENY (1230 kilocycles), the College programs feature the symphonic band the symphony orchestra, and other student organizations of merit.

POLICIES CONCERNING STUDENT ACTIVITIES

Membership in Student Organizations

Student organizations are classified as follows:

Departmental Organizations

- Association for Childhood Education
(Elementary)
- Omicron Gamma Pi (Homemaking)
- Music Educators Club (Music)
- Secondary Education Club (Secondary)

Honor Fraternities

- Kappa Delta Pi
- Lambda Mu
- Pi Kappa Epsilon
- Sigma Zeta

Professional and Social Fraternities

- Phi Mu Alpha Sinfonia
- Phi Sigma Pi

Special-interest Organizations

- Art Club
- College Players
- Women's Athletic Association

1. A student may belong to any three of the preceding organizations, provided that he meets the necessary qualifications for membership.

2. If a student belongs to more than three organizations, the distribution must be as follows:

Departmental Organization ----	1
Honor Fraternities -----	2
Professional and Social Fraternities, Special-interest Organizations -----	2

3. The maximum number of organizations to which any student may belong is five. This does not include membership in the Y.M.C.A. or the Y.W.C.A.

Extra-class Point System

The extra-class point system at Mansfield State Teachers College aims to distribute responsibilities and honors in extra-class activities among the maximum number of students, to assist students in balancing their class and extra-class activities, to develop competent leadership in the student body, and to promote efficiency in each activity.

For the accomplishment of these purposes, each recognized extra-class activity office has been assigned a certain value in points, ranging from one to ten, the number being determined by the amount of work entailed by that activity.

No student may carry more than ten points, and no student may serve as president of more than one organization at a time.

The point system is administered by a member of the Student Council. It shall be the duty of this member to enforce the point system and to record all activities of students in card catalogues containing a card for each student and kept in the office of the Dean of Women.

The secretaries of all student groups must submit lists of all members and all officers within one week after organization in the fall and within two days after admissions or elections whenever these occur during the year.

Distribution of Extra-class Points

Student Council

President	10
Vice President	6
Secretary	6
Treasurer	6

Men's and Women's Dormitory Councils

President of Women's Dormitory----	8
President of Men's Dormitory-----	7
Council Members	6

Classes

	Fresh.	Soph.	Jun.	Sen.
President	6	6	6	7
Vice President	2	2	2	2
Secretary	2	2	2	2
Treasurer	2	2	2	2

Carontawan Board

Editor-in-Chief	10
Assistant Editor	6
Business Manager	7
Assistant Business Manager	4
Art Editor	4
Photograph Editor	4
Athletics Editor	4
Homemaking Editor	3
Music Editor	3
Schools Editor	3
Organizations Editor	4
Senior Class Editor	3
Junior Class Editor	2
Sophomore Class Editor	2
Freshman Class Editor	2

Flashlight

Co-Editor	8
Business Manager	8
Board Members	3

Day Student Clubs

President	6
Vice President	3
Secretary	3
Treasurer	3

Other Organizations

President	5
Vice President	3
Secretary	3
Treasurer	3
Secretary-Treasurer	4
Cabinet Members	2

Rules Governing Office-holding

Scholastic requirements for any elective office carrying points are:

For Seniors, Juniors, Sophomores, and
Second-semester Freshmen:

An average of C, or 1.0.

For First-semester Freshmen:

A ranking in the upper half of the
high school graduating class.

WHO'S WHO

*"We are all blind until we see
That in the human plan
Nothing is worth the making .
If it does not make the man."*

—Edwin Markham

WHO'S WHO IN CAMPUS ORGANIZATIONS

American Association for Childhood Education

President ----- Blanche Pease
Vice President ----- Mae Beach
Primary Vice President --- Jean Brunner
Nursery School Vice President -----
----- Isabelle Danielski
Kindergarten Vice President -----
----- Florence Hedge
Recording Secretary ----- Maxine Corbin
Corresponding Secretary and
Treasurer ----- Bernice Roupp
Adviser ----- Dr. Retan

Art Club

President ----- Jane Pawling
Vice President ----- Phyllis Utt
Secretary ----- Rae Smith Allen
Treasurer ----- Wanda Smith
Faculty Adviser ----- Miss Murphey

Carontawan Board

Editor-in-Chief ----- June Tobias
Assistant Editor ----- Ann McCawley
Business Manager ----- Florence Hedge
Assistant Business Manager -----
----- Alice Beach
Art Editor ----- Carol McClintock
Homemaking Editor ----- Elaine Austin
Music Editor ----- Elizabeth Wetmore
Schools Editor ----- Georgia Colwell
Organizations Editor --- Audrey McKenzie
Photography Editors -----
----- Betty Shields, Jane Pawling
Senior Class Editor ----- Phyllis Slair
Junior Class Editor ----- Janet Read
Sophomore Class Editor ----- Lois Benn
Adviser ----- Mr. Bertin

Class of 1945

PresidentHilda Elsbree
Vice PresidentLouise Richardson
SecretaryBetty Herrold
TreasurerMaxine Corbin
AdviserMiss Murphey

Class of 1946

PresidentJanice Madigan
Vice PresidentBeatrice Betz
SecretaryHelen Buckingham
TreasurerJanet Read
Faculty AdviserMiss Leberman

Class of 1947

PresidentCharles Weed
Vice PresidentClarice Stilwell
SecretaryElizabeth Schmidt
TreasurerAnna Mary Shultz
Faculty AdviserMr. Lloyd

College Players

PresidentWanda Smith
Vice PresidentAlice Beach
Secretary-TreasurerBetty Tyrrell
Faculty AdviserMiss Allen

Flashlight Board

EditorSylvia Beck
Co-EditorEleanor Mertz
Business ManagerLoretta Briggs
Homemaking Editor.....Rae Smith Allen
Music EditorAudrey McKenzie
Secondary-Elementary Editor
.....Maxine Corbin
Exchange EditorSuzzan Smythe
Sports EditorPatricia Roche
TypistDorothy Bunting
Faculty AdviserMr. Bertin

Kappa Delta Pi

President Mary Christine Thiemann
Vice President Betty Shields
Corresponding Secretary Blanche Pease
Recording Secretary Eleanor Gilbert
Treasurer Constance Greening
Faculty Adviser Miss O'Brien

Lambda Mu

President Betty Shields
Vice President Jane Murdock
Corresponding Secretary
..... Harriett Hetrick
Recording Secretary
..... Mary Jane Peters
Treasurer Eleanor Wood
Faculty Adviser Miss Brooks

Men's Day Student Club

President Edward Degville
Secretary-Treasurer Cecil Simmons
Faculty Adviser Dr. Stout

Music Educators' Club

President Russell Anderson
Vice President Eleanor Wood
Secretary Ann McCawley
Treasurer Jane Murdock
Faculty Adviser Miss Atwater

Omicron Gamma Pi

President Rosella Kreger
Vice President Helen Buckingham
Secretary Dorothy Bunting
Treasurer Marjorie Eick
Faculty Adviser Miss Johnson

Pi Kappa Epsilon

PresidentLois Henning
Vice PresidentMary Kennedy
SecretaryJanice Manigan
TreasurerVirginia Singley
Faculty AdviserMiss Leberman

Secondary Club

PresidentConstance Greening
SecretaryGloria Beardsley
TreasurerJanet Read
Faculty AdviserMr. Bertin

W A A.

PresidentMary Kennedy
Vice PresidentJane Pawling
SecretaryBetty Tyrrell
TreasurerBeatrice Betz
Faculty AdviserMiss Morris

Women's Day Student Club

PresidentHarriett Hetrick
Vice PresidentClarice Stilwell
Secretary-TreasurerJanice Madigan
Faculty AdviserMiss Wasley

The Women's Dormitory Council

PresidentVirginia Gallo Bailey
Senior Members
.....Lois Henning, Phyllis Slair
Junior Members
Carol McClintock, Mary Jane Peters,
Virginia Singley
Sophomore Members
.....Bette Jo Goodall, Ruth Izer
Faculty AdviserMiss Wasley

Y.W.C.A.

President -----Helen Coon
Vice President -----Georgia Colwell
Secretary -----Bernice Roupp
Treasurer -----Jeân Whitney
Music Chairman -----Patricia James
Social Chairman -----Phyllis Utt
Membership Chairman..Bette Jo Goodall
World Fellowship Chairman -----
----- Elaine Austin
Finance Chairman....Helen Buckingham
Publicity Chairman.....Blanche Pease
Property Chairman -----Janet Crist
Reporter -----Jean Brunner
Undergraduate Representative -----
----- Janet Read
Day Student Representative.....
----- Minnie Bender
Faculty Adviser.....Miss Jessie Grigsby

MISCELLANEOUS
SERVICES

*"The vocation of every man
and woman is to serve oth-
er people."*

—Tolstoi

MISCELLANEOUS SERVICES

FINANCIAL ASSISTANCE

Students may obtain information in regard to financial assistance from the Dean of Women or the Dean of Men.

DINING ROOM SERVICE

Hours for Serving Meals:

Breakfast

Monday to 7:30 a.m.—8:30 a.m.

Saturday inclusive

Sunday 8:00 a.m.—9:00 a.m.

Luncheon Monday to 11:30 a.m.—12:30 p.m.

Saturday
inclusive

Dinner

Monday to
Saturday
inclusive

6:00 p.m.

Sunday

1:00 p.m.

Supper Sunday 5:30 p.m.—6:30 p.m.

The vice presidents of the two Dormitory Councils with the Dean of Women constitute a Dining Room Committee for the assignment of dining room places. New assignments are made every six weeks. Students may choose their own places over the week-ends.

MAIL SERVICE

Incoming mail for students is received twice daily, Monday through Saturday, and is promptly distributed to the student mail boxes located in each dormitory. The mail arrives about 9:00 a.m. and 1:00 p. m.

TELEPHONE SERVICE

Incoming telephone calls for students are received at the Office of the Dean of Women from 8:30 a.m. to 10:00 p.m. After 10:00 p.m. calls of an emergency nature are received by the Night Watchman and are relayed to the respective dean.

Telephone booths are provided in both dormitories, which may be used by students for outgoing calls.

PASSENGER ELEVATOR SERVICE

The passenger elevator in North Hall is operated on the following schedule:

Monday	7:00 a.m. to 12:00 m.
through	12:30 p.m. to 6:00 p.m.
Friday	6:30 p.m. to 7:30 p.m.
Saturday	7:00 a.m. to 12:00 m.
	12:30 p.m. to 2:00 p.m.
	5:00 p.m. to 6:00 p.m.
	6:30 p.m. to 7:30 p.m.
Sunday	8:00 a.m. to 10:30 a.m.
	12:00 p.m. to 1:00 p.m.
	1:00 p.m. to 2:00 p.m.
	5:00 p.m. to 6:00 p.m.
	6:30 p.m. to 7:00 p.m.

LOST-AND-FOUND DEPARTMENT

A Lost-and-Found Department is maintained in the Office of the Dean of Women.

THE CAMPUS BOOK AND SUPPLY STORE

A book and supply store is operated on the campus by the Mansfield Co-operative Government Association. Any profit accrues to the Association for the furtherance of student life. The store is open from 8:00 a.m. to 4:00 p.m. on week days except Saturday and on Saturday from 8:00 a.m. to 12:00 m.

COLLEGE SONGS

"Dear Mansfield, hail to Thee!"

—Will George Butler

COLLEGE SONGS

Mansfield, Hail!
Will George Butler

Old Mansfield, high upon the eastern
hill, Dear Mansfield, hail to thee!
Thy loyal sons and daughters with a will
Salute in melody.
We bring a laurel wreath of praise,
And pledge our love thro' all the
days;
Our Alma Mater, dear, all hail to thee!
Old Mansfield, hail to thee!

The world is better for the beaeon light
Which thou hast shed abroad,
Strong hearts are stronger for the testing
fight That leads men up to God.
In all the varied walks of life. In peace-
ful paths and stress of strife,
We find thy sons and daughters true to
thee.
Old Mansfield, hail to thee!

We never can forget the days we've
spent Within thy hallowed walls.
We'll learn sometime, what all your les-
sons meant When larger duty calls.
For ev'ry law and rule of thine, Is made
to fit our life's design.
We'll consecrate our lives to Truth and
thee,
Old Mansfield, hail to thee!

The vision that we caught beneath thy
spell Has opened up the way
To opportunity and serving well Upon
the King's highway.
We love the mem'ry of thy ways, Strong
lads and lassies fair as fays;
Our Alma Mater, dear, all hail to thee!
Old Mansfield, hail to thee.

Red and Black Victorious

Red and Black victorious,
Push on to the goal;
Fight to gain a victory,
Mighty cheers will roll.
Fight! Fight! Fight!
Forward, never faltering,
Our the goal to gain,
And as we march on to the victory,
Cheer for Mansfield's fame.
Rah! Rah! Rah!

Mansfield Victory

George Sallade Howard

Mansfield, Mansfield, fight, for her fame
Touchdown, Touchdown, make that your
aim
Let us fight on to reach the goal,
Let us retain our fame of ole.
And ever forward, forward, we're back-
ing you
M.S.T.C., loyal and true.
We'll spread your fame through all the
world
And always fight on to victory.

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DIRECTORY OF BUILDINGS AND CLASSROOMS

Buildings and classrooms are designated by the systems of symbols which follow:

Buildings

No.	Initials	Name of Building
1	EB	Elementary Building
2	EC	Education Center
3	GB	Gymnasium Building
4	SA	Straughn Auditorium
5	AB	Arts Building (Music and Homemaking)
6	PH	President's Home
7	SH	South Hall (Library and Men's Dormitory)
8	AH	Alumni Hall
9	NH	North Hall (Administrative Offices and Women's Dorm)
10	GH	Green House
11	JH	Junior High School
12	SB	Science Building
13	IB	Infirmary Building
14	SP	Swimming Pool
15	SC	Student Center
16	TC	Tennis Courts

Classrooms

1-99—Below ground level
100-199—Ground level
200-299—Above ground level



CHART OF COLLEGE CAMPUS

